

1 FAM 310 BUREAU OF LEGISLATIVE AFFAIRS (H)

1 FAM 311 ASSISTANT SECRETARY FOR LEGISLATIVE AFFAIRS (H)

1 FAM 311.1 Responsibilities

(TL:ORG-62; 1-31-95)

a. Reports directly to the Secretary of State. Under the overall direction of the Secretary of State, directs and manages the Bureau of Legislative Affairs.

b. Supervises and coordinates all legislative and non-legislative relationships between the Department and the Congress; and supervises and coordinates all legislative relationships between the Department and the Office of Management and Budget, and between the Department and other Executive Branch agencies.

c. Directs the presentation of the Department's legislative program, including the development, preparation and submission of legislation to Congress.

d. Supervises and coordinates the relationship between the Department and the Congress on all budgetary and appropriations matters relating to foreign and security assistance and on arms sales abroad.

e. Provides advice and information to other bureaus and offices of the Department on legislative matters.

f. Serves as the initial point of contact in the Department for legislative inquiries.

g. Manages the Department's role in the OMB interagency (A-19) clearance process.

h. Manages and transmits correspondence and reports to the Congress except:

(1) Treaties and executive agreements, which the Office of the Legal Adviser (L) transmits;

(2) Anti-deficiency notifications, which the Bureau of Finance and Management Planning (FMP) transmits;

(3) Reprogramming notifications, which the Under Secretary for Management (M) transmits; and

(4) Other such communications as directed by law, executive order, or the Secretary.

i. Assists Congress in its official foreign travel, and has the fiduciary responsibility for the expenditure of Congressional travel funds.

j. Has substantive and coordinating responsibility for 1 FAM 310 — Legislative Affairs (H). H also has substantive involvement responsibilities in other FAM and Foreign Affairs Handbook (FAH) materials as applicable.

1 FAM 311.2 Bureau Organization

(TL:ORG-62; 1-31-95)

An organization chart of H is found as 1 FAM 311 Exhibit 311.2 .

1 FAM 311.3 Authority

(TL:ORG-62; 1-31-95)

a. 22 U.S.C. 2651a and 2656, general authorities of the Secretary of State for the conduct of foreign relations and management of the Department.

b. Other authorities, as appropriate.

1 FAM 312 DEPUTY ASSISTANT SECRETARIES

(TL:ORG-62; 1-31-95)

a. The Deputy Assistant Secretaries in the Bureau of Legislative Affairs, as designated by and at the direction of the Assistant Secretary:

(1) Manage and direct the Department's legislative program in the House or the Senate;

(2) Recommend action programs and advise the Assistant Secretary on events and developments concerning the Department's legislative program in the House or the Senate;

(3) Serve as the liaison between the Assistant Secretary and other areas of the Department in developing information and preparing policy statements, reports, or speeches for Members of the House or Senate, or House or Senate committees;

(4) Manage the confirmation of Presidential appointees that require the advice and consent of the Senate;

(5) Advise the Assistant Secretary on approaches to be used in keeping the Congress informed on the substantive aspects of the Department's current and proposed policies and programs;

(6) Develop and implement legislative strategies, prepare legislative positions and action plans, and serve as a chief point of contact for foreign policy and Department initiatives presented to the Congress on behalf of the Department Under Secretary they represent; and

(7) Supervise and direct the activities of several legislative management officers with responsibilities for legislative programs of designated bureaus.

b. At the discretion of the Assistant Secretary, there will be Deputy Assistant Secretaries for:

(1) The Senate;

(2) The House of Representatives;

(3) Representing the career Foreign Service; and

(4) Such others as may be necessary.

1 FAM 313 OFFICE OF LEGISLATIVE MANAGEMENT

(TL:ORG-62; 1-31-95)

a. The legislative management officers in the Bureau of Legislative Affairs, at the direction of the appropriate Deputy Assistant Secretary as assigned by the Assistant Secretary:

(1) Develop and implement legislative positions and action plans, and serve as a chief point of contact for foreign policy and Department initiatives presented to the Congress on behalf of the Department bureau(s) they represent;

(2) Coordinate the participation of the bureau(s) they represent in all major hearings, briefings and other contact with Congress, including coordinating the preparation of all relevant testimony, briefing materials and written and/or oral communications to the Congress; and

(3) Serve as key Department representatives to any inter-agency bodies responsible for coordinating legislative policy for the bureau(s) they represent.

b. The Assistant Secretary determines the number of legislative management officers.

1 FAM 314 OFFICE OF LEGISLATIVE OPERATIONS

(TL:ORG-62; 1-31-95)

The Director of the Office of Legislative Operations in the Bureau of Legislative Affairs, at the direction of the Assistant Secretary:

(1) Supervises and coordinates the activities of the specialized Legislative Support Units of:

(a) Congressional Correspondence;

(b) Congressional Travel;

(c) Legislative Reference;

(d) Congressional Inquiries;

(e) Special Assistants; and

(f) Administration.

(2) Develops and implements short and long-term management and administrative policies, goals, and objectives of the Bureau of Legislative Affairs; and

(3) Manages the financial, personnel, and material resources of the Bureau.

1 FAM 315 THROUGH 319 UNASSIGNED

1 FAM 311 Exhibit 311.2

BUREAU OF LEGISLATIVE AFFAIRS

